



# Printing and Mailing Guidelines

for the

## City of Portland



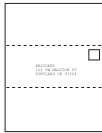
## Self-Mailer Layout Guide

### ■ 8.5 x 11 Sheet



#### **Recommended Fold: third fold (tri-fold)**

TABS: Requires TWO sealing tabs along top open edge



Thirds

PAPER WEIGHT: Requires 70# text for single sheet

ADDRESS PANEL PLACEMENT: Requires placement on middle panel



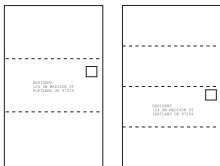
Half

#### **Other Folding Option: half fold**

TABS: Requires TWO sealing tabs along top open edge

PAPER WEIGHT: Requires 70# text for single sheet

### ■ 8.5 x 14 Sheet



Thirds

#### **Folding Options: third fold or quarter fold**

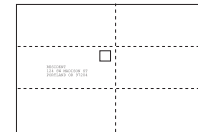
TABS: Requires TWO sealing tabs along top open edge

PAPER WEIGHT: Requires 70# text for single sheet

ADDRESS PANEL PLACEMENT: Requires placement on middle panel(s)

Quarter

### ■ 11 x 17 Sheet



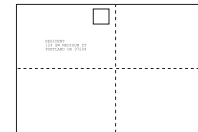
Half + Third

#### **Recommended Fold: half fold + third fold**

TABS: Requires TWO sealing tabs along top open edge

PAPER WEIGHT: Requires 70# text for single sheet

ADDRESS PANEL PLACEMENT: Requires placement on back middle panel



Half + Half

#### **Other Folding Option: half fold + half fold = quarter fold**

TABS: Requires TWO sealing tabs along top open edge

PAPER WEIGHT: Requires 70# text for single sheet

ADDRESS PANEL PLACEMENT: Requires placement on back middle panel

### **Contact P&D customer service at 823-4448**

- To discuss your self-mailer options and layout requirements
- To inquire about Business Reply Mail and how to incorporate into your self mailer layout.
- Ask any general printing, copying and distribution questions.